

Use of Imaging Room 2 Inner of the Wolfson Imaging Centre

This document describes the rules that must be complied with in order to obtain and maintain access to Imaging Room 2 Inner of the Wolfson Imaging Centre at the WIMM

Hazards

Lasers

Biological material

Allergens

Risks

Personal injury by inappropriate use of the equipment

Reputational and financial due to loss of access to the facility and its equipment

People who might be affected

Colleagues working in the Imaging Room 2 Inner of the Wolfson Imaging Centre

Collaborators

Written by

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WIMM Safety Officer

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Background

The Weatherall Institute of Molecular Medicine (WIMM) is home to a wide range of research groups studying cancer and both infectious and genetic diseases. The Wolfson Imaging Centre Oxford is a core imaging facility, located in the WIMM. Access is restricted to trained and authorized personnel.

The Wolfson Imaging Centre is located in rooms ? (Imaging Room 1) and ? (Imaging room 2) on the ground floor. The confocal room (room 310) is located in the MRC Molecular Haematology Unit (MHU) on the first floor.

Card access control restricts access to those who have received appropriate training and have agreed to abide by the rules of the facility as outlined in WIMM IC001. Failure to do so may result in removal of card access. Only those members of staff who have received training and have been deemed proficient in the use of a given microscope will be allowed access to the Agendo booking system.

The lasers within the microscopes are all sealed within the microscopes themselves and must only be accessed by trained engineers. The lasers within the microscopes are therefore class 1 by design. When the microscopes are being serviced or repaired, access to the facility will be restricted when the shielding from the lasers has been removed and the lasers pose a hazard.

This facility is a Containment Level II laboratory. In compliance with University Policy Statement S5/09 laboratory coats must be worn in containment laboratories.

Imaging Room 2 (Room #) is divided into two suites: 1) Imaging Room 2 Outer, and 2) Imaging Room 2 Inner. Both these suites each have access control where user access to Imaging Room 2 Inner is only possible from within Imaging Room 2 Outer.

Imaging Room 2 Inner (Room #) contains 1 microscope: 1) a Zeiss 780 upright confocal microscope with a femto-second pulsed multi-photon laser. This suite further contains a microbiological safety cabinet for sterile work, a portable anaesthesia unit, an animal recovery unit (Manufacturer Model), a hand-wash basin, and a wash sink for lab equipment.

Imaging Room 2 Inner is subject to the following special provisions

- 1) This room is a Containment Level II laboratory and is designated for *in vivo* work with mice for up to 12 hours, and fish up to 14 days.
- 2) Users working with live animals have priority.
- 3) This room is maintained as a clean laboratory environment. Consequently, all users must wear appropriate protective clothing. Gloves and shoe covers are available in a labelled cabinet on the right hand side in Imaging Room 2 Outer. Lab coats are standard issue white lab coats.
- 4) Gloves must be worn when handling of specimens. Once specimens have been placed on the microscope stage gloves must be immediately disposed of in designated bin. Under no circumstance should the either computer keyboard or microscope controls be touched whilst wearing gloves.
- 5) All users that are carrying out *in vivo* work with mice must follow WIMM IC003 and WIMM IC004.
- 6) Upon completion of an experiment, all equipment and specimens that were brought into the room should be removed from the room. Anything that has been left behind will be discarded. You have been warned.

The contract cleaners do not enter this facility. If a thorough clean is required then this must be done in discussion with Christoffer Lagerholm the Image Facility Manager. Users may be called upon to assist in cleaning. You need to avail yourself if asked.

Malcolm Shepherd/Manoj Sondhi must be notified if there are issues relating to the integrity of the facility.

Imaging Room 2 Inner rules

1. All users of the facility must wear appropriate protective clothing to comply with UPS 5/09. For general users this will be a white standard laboratory coat, and gloves where appropriate. If working with mice appropriate protective clothing will include surgical gown, mask and shoe covers.
2. Imaging Room 2 Inner is subject to additional special provisions that are outlined in this document WIMM IC002, WIMM IC003 and WIMM IC004.
3. Only use the microscopes for which you have been trained and have booked. Stick to your allocated time. If you are likely to run over your allotted time discuss the problem with Christoffer Lagerholm and inform the next user. If you find you do not need to use a microscope cancel your booking and inform Christoffer Lagerholm.
4. If there are issues with the microscopes contact Christoffer Lagerholm. No not tamper or make any unauthorized adjustments to equipment.
5. Gloves must be worn whilst handling specimens but not whilst touching computer keyboards or microscope controls.
6. Gloves and shoe covers are kept in the labelled cabinet on the right hand side of Imaging Room 2 Outer. Additional gloves are kept in Imaging Room 2 Inner.
7. Users are responsible for cleaning, and vacuuming the room at the completion of their experiment. This includes a thorough wipe down of all work surfaces.
8. Anything that has been left behind will be discarded.
9. Be considerate of, and respect other users of the facility and do not do anything that may compromise their safety or the integrity of their experiments.
10. Let someone in your group know where you are if you are using the facility.
11. Under no circumstances must an access control card belonging to someone with access be used by someone who does not have access.



WIMM IC002_1 Use of Imaging Room 2 Inner

I agree to abide by the rules outlined above regarding the use of the WIMM Imaging Room 2 Inner. Any failure may result in loss of access.

Name

Signature

Date

Group

Lab phone

Email

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